## BUSINESS

## Is your workspace safe? Things to Do:

- Read and understand your company's Emergency Plan and Procedures. Know what your role is during a disaster.
- Have all family members/loved ones carry an out-of-area contact card.
- Have an under-the-desk emergency kit and portable, battery-operated radio with batteries.
- Secure your PC, monitor, printer, fax machine, and other computer-related equipment to prevent them from being damaged.

## **EARTHQUAKE DRILL**

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DROP and get under your desk or table

COVER your head and neck with one hand

HOLD onto the desk leg with your other hand

